



DEPARTMENT OF THE ARMY

U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

CECI-TR (25)

26 JUL 2002

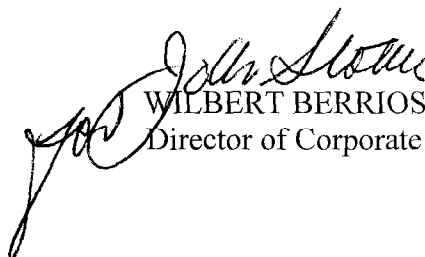
MEMORANDUM FOR ALL USACE Commands

SUBJECT: Use of Computer-Generated Letterhead

1. Reference Secretary of the Army's memorandum dated 28 May 2002, subject: Army Directive #3 – Use of Letterhead (enclosure1).
2. After considering the capabilities of desktop computers, software, and office printers, the Department of the Army has directed the use of computer-generated letterhead in lieu of pre-printed letterhead. A letterhead template is available on the U.S. Army Publishing Agency's web site.
3. Please refer to the enclosure for additional guidance and instructions on downloading the template. Additionally, HQUSACE should follow guidance as stated in message sent 1 July 2002, from HECSA-IM, subject: Electronic Format Letterhead (enclosure 2).
4. My point of contact for issue is Liz Pannell, commercial 202 761-5974, DSN 202 763-5974, e-mail.: lizzie.b.pannell@usace.army.mil.

FOR THE COMMANDER:

2 Enclosures


WILBERT BERRIOS
Director of Corporate Information



SECRETARY OF THE ARMY

WASHINGTON

MAY 28 2002

MEMORANDUM FOR ALL ARMY PERSONNEL

SUBJECT: Army Directive #3 - Use of Letterhead

Considering the capabilities of desktop computers, software, and office printers that are typically available, it is now more practical to print both the letterhead and the text of the letter at the same time, in lieu of using pre-printed letterhead.

In order to realize immediate cost savings by eliminating the need for storage, shipping and handling costs associated with pre-printed letterhead, the use of computer-generated letterhead, with the Department of Defense seal, will be used throughout the Department of the Army. Letterhead will be printed in black ink. This will obviate the need for a large number of color printers throughout our headquarters.

A letterhead template is available for downloading from the Army Publications Web Site at <http://www.usapa.army.mil>.

Commanders will institutionalize this practice in their headquarters.

My Administrative Assistant will ensure this change is reflected in revisions to AR 25-30 and AR 25-50.

A handwritten signature in black ink, reading "Thomas E. White", is centered below the text.

Thomas E. White

Enclosure 1

Pannell, Lizzie B HQ02

From: Evans, Brenda G HQ02
Sent: Monday, July 01, 2002 12:13 PM
To: DLL-HQ-ALL
Cc: Abt, Karl HQ02
Subject: Electronic Format Letterhead

In memorandum dated 28 May 2002, subject: Army Directive #3 - Use of Letterhead, the Secretary of the Army authorized the use of electronic letterhead in lieu of pre-printed (hardcopy) letterhead. The intent of the directive was that we use up what preprinted letterhead we have before moving to a computer generated letterhead template. We currently have about 16,000 sheets of HQUSACE letterhead remaining in inventory. Request that you continue to use hardcopy letterhead until existing stocks are depleted. At that time, this office will post the computer generated letterhead template to the HQUSACE web site and distribute a URL to allow easy access.

Brenda G. Evans
Chief, Information Management
HECSA

Enclosure 2